



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	06/16/2021	<b>Department</b>	City Manager
<b>Agenda Item</b>	4.o) Consideration of accepting the April and May, 2021 Department Heads reports.		
<b>Est. Cost</b>			

**Background Information**

Please find attached the reports from all City Department Heads. Staff would be happy to answer any questions from City Council.

<b>Requested Action</b>	"I move to accept the April and May reports from our Department Heads."
<b>City Manager and/or Finance Review</b>	Acting City Manager approves the above action.
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

<b>City Clerk Use Only</b>	1 <sup>st</sup> Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____



**DEPARTMENTAL UPDATES:  
APRIL 2021**

Monthly Report for April (City Manager)

Department Head Anne Davis

Month April Year 2021

**Summary of Month in General Terms:**

I spent most of April focusing on projects that had started or were winding down. I was pleased to attend a Cobbossee Corridor Committee meeting to learn about that project. I was also a sounding board for the members writing the federal grant for the project. Though Congressman Golden will not pick it up in his batch; we are hoping that Senator King will make it a focus for his earmark money.

**Current Progress on Projects/Plans/Problems:**

I believe that I have hit my stride as Acting City manager. I continue to work with the owner of 235 Water Street, the owners of Gerard's and our CEO to find an overall solution to that building. I continue working with Tax Collector Cutler looking at TAPS and I have worked with Director Desjardins working on CEAs for businesses that have applied for them.

**Any other noted updates, concerns, items for City Council:**

I hope to work with Gardiner City Council to develop a plan moving forward for City Manager services. Until decisions are made, I am proud to lead this City for a third stint as Acting City Manager.



Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month April Year 2021

### Summary of Month in General Terms:

March was an exciting month for the city as we now have the last lot at the Libby Hill Business Park under contract. Now construction on the various lots will begin.

### Current Progress on Projects/Plans/Problems:

Downtown Master Plan: The committee met on April 15 via zoom. Items discussed was review of the new Heart of Gardiner Downtown Master Plan website to launch the project. The committee also



created a new logo (thank you Melissa and Perri). Interview meetings will be scheduled in May with a few city staff members as well as some downtown business owners.

During the month of April, the planning department issued **51 permits** with an added revenue around **\$23,531**. This is including building, plumbing and general permits. The CEO also conducted 85 project inspections and received 16 complaints. The complaints consisted of \_ dangerous trees, trash in yards, rats, trash dumping, noise and DEP issues.

The **Planning Board** met on April 13, and April 27, 2021 via Zoom. Due to the multiple applications, we are meeting twice a month.

### Agenda for April 13:

1. Con Edison Amendment – Con Edison had previously been approved for a solar array project on West Hill Road. The neighbors had expressed concerns about the buffering of the project as well as the location of the transformer. After many meetings with neighbors, Con Edison revised their plans to address their concerns. Con Edison has shifted things around as well as added a lot more buffering to help screen the project from view of the neighbors. This was a great effort between the developer and neighbors working together for a solution.
2. Gardiner Green Housing Project – Final Subdivision Plan and Site Plan review. This application has been under PB review since last year. This project continues to need work before getting approval from the Planning Board.
3. Marijuana Establishments – Due to time, the board was unable to hear the marijuana amendment and asked to move the item to the next meeting.

### Agenda for April 27:

1. Amendment to Sub-Division Plan Lot 15 Libby Hill – the planning board was asked to approve the amended lot 15 sub-division that included the removal a section of Commerce Drive. This amendment was needed for the new development on Lot 15. The amended plat was signed by planning board members and recorded in the Registry of Deeds.



2. Iron Mine LLC Sub-Division – This is a continuation of an expansion of the Iron Mine Mobile Home Park. After much discussion, the planning board directed Iron Mine to provide more information before they could do a final approval. Iron Mine will come back in May with additional information for the board.

The **Ordinance Review Committee** met on April 26, 2021 via Zoom to discuss:

1. Demolition Permits – approved for Planning Board review.
2. Solar Calculations – still
3. Solar Array projects in Residential areas – continue discussion
4. Daft amendments to PB notice requirements –approved for Planning Board review.

These projects will undergo further discussions at the May ORC meeting.

**Economic Development Committee** met on April 8, 2021 via Zoom:

The committee met to review the proposed amendment to the EDC Order. After the committee approved the amended changes, it was recommended to send the amendment to Council for possible approval. Two major points the committee stated was to change the name from Economic Development Committee to Economic & Community Development Committee. The other major change was to move the Board of Trade and Gardiner Main Street representatives from non-voting members to voting members.

**Housing Committee** continues to have lack of membership in order to hold productive meetings.

**Any other noted updates, concerns, items for City Council to be Aware of:**

**Cobbossee Corridor Committee** meets on a bi-weekly basis and continues to make great strides towards presenting Council with a plan. The committee did submit a grant for Community Program Funding through Jared Golden's office; however, the trail project did not receive an award. The committee also put out an RFP for engineering services for the feasibility study of a new alignment for a footbridge crossing the Cobbossee. Proposals are due May 5.

**Monthly Report for:** Front Office/Finance  
**Department Head:** Denise Brown  
**Month/Year:** April 2021

**Summary of Month in General Terms:**

The quarterly sewer bills were prepared and sent out in April; as well as 123 30-Day Sewer Lien Notices.

7 GA clients were assisted.

**Current Progress on Projects/Plans/Problem:**

The Tax Collector continues to focus on and prioritize Tax Acquired Property (TAP) work.

Continued work on the annual report.

**Financial:**

The FY22 Proposed Budget was put together and presented to Council. Ongoing changes will be made as directives are received from Council during the May departmental presentations.

The City typically receives 25% of its excise revenue in May and June. If projections are correct, we should receive \$100K more than budgeted by the end of this fiscal year.

**Personnel Updates (promotions, absences, needs, etc.):**

Union negotiations are on-going and have been quite productive to date.

There are two Police Officers openings and one Public Works Equipment Operator opening.

The City is trying desperately to recruit two part-time summer helpers for our Buildings and Grounds department. We are having a hard time reaching interested individuals. Please share the following information with anyone and everyone:

**Seasonal Buildings and Grounds Maintenance Assistants**

The City of Gardiner is looking to hire two seasonal buildings and grounds Maintenance Assistants. Duties include mowing grass, operating equipment including mowers, trimmers, leaf blowers, and other equipment, driving a City vehicle and other duties as assigned.

Starting rate for the position is \$15.00 per hour. Seasonal employment is from May thru August and consists of 32 hours per week, plus holiday pay. The schedule is Monday through Thursday from 7:00am to 3:30pm.

Candidate must be 18 years of age or older, and have a valid driver's license. This position also requires a pre-employment physical, motor vehicle and general background check.

Please complete the application located on our website at [www.gardinermaine.com](http://www.gardinermaine.com) and send to: Human Resource Director, 6 Church Street, Gardiner, Maine 04345, or email to [dbrown@gardinermaine.com](mailto:dbrown@gardinermaine.com).

**Any other noted updates, concerns, items for City Council to be Aware of:**

Finance Director remains hopeful for the restoration of Revenue Sharing to the full 5%.

**Monthly Report for:** Gardiner Fire & Rescue

**Department Head:** Chief Rick Sieberg

**Month:** April      **Year:** 2021

**Summary of Month in General Terms:**

**Total CFS (calls for service):**      248

**EMS:**      240

Gardiner:      92

West Gardiner:      22

Richmond:      30

Farmingdale:      33

Litchfield:      19

Pittston:      12

Randolph:      14

Chelsea:      15

Other:      3 (Augusta, Dresden, Bowdoinham)

**Fire:**      8

**Current Progress on Projects/Plans/Problems:**

- Still waiting on news regarding the AFG grant and Steven King Grant.
- PPE stock remains healthy.
- Working with area chiefs regarding staffing.
- The boat is in the water and in service.
- All members have renewed their Advanced Cardiac Life Support certifications

**Personnel Updates (promotions, absences, needs, etc.):**

- Connor Osborne has been hired to fill the vacancy on D shift.

**Any other noted updates, concerns, items for City Council to be Aware of:**

- Space at Central Station remains a challenge
- Working toward staffing all three rescues.



## **Monthly Report for Gardiner Police Department**

**Department Head:** Chief James Toman

**Month - April 2021**

### **Summary of Months in General Terms:**

- Calls For Service - 745
- ACCIDENTS - 7
- ARRESTS/Criminal Cites – 21
- TRAFFIC TIX – 7

### **Current Progress on Projects/Plans/Problems:**

- Covid-19 PPE compilation on hold
- Some of the significant COVID mitigation strategies that have been in effect since fall of 2020 have been eased
- Evidence/property room management project on-going by Officer Quintana & Sgt. Pilsbury

### **Personnel Updates (promotions, absences, needs, etc.):**

- 2 Officer's currently out on Workers Comp – both began 1/29
- 1 patrol officer vacancy – advertising is on going –
- 1 offer of employment given – background process is on-going
- 1 officer missed 3 work shifts due to being a close contact of a covid case
- Officers used a total of 260\* hrs of vacation/comp time during the month and 60 hours of sick leave (1 officer on w/c used 156 hrs)

### **Any other noted updates, concerns, items for City Council to be Aware of:**

- All Officers completed 12 hours of miscellaneous officer safety training through the PoliceOne on-line training portal that was assigned to them in mid-March.
- Replacement vehicle that was purchased due to the cruiser accident in January has had the graphics placed on it. Still awaiting equipment to arrive, we anticipate the vehicle being placed into use sometime in May.

Monthly Report for April (Library)

Department Head Anne Davis

Month April Year 2021

**Summary of Month in General Terms:**

Things began to pick up in April. People gained some comfort in coming into the building though we still limit the amount of people allowed in at one time. We also continue to suspend charging for the return of late items and we have also suspended charging for copies and faxes.

**Current Progress on Projects/Plans/Problems:**

In June, we look forward to attending town meetings in Litchfield and Farmingdale. Randolph will hold their meeting in July.

The director began the process of updating the job descriptions for the Assistant Director and the Director. Interviews should begin in May 2021.

**Any other noted updates, concerns, items for City Council to be aware:**

Because the science still recommends that small children may not receive the COVID vaccine, we continue to schedule appointment visits to the Children's Room. Though we understand the necessity of doing so, no public library is truly accessible until all children may come and go according to their own schedules. The act of browsing and choosing your own title is so important for children. Until this happens, library staff has been creating grab bags of themed item choices and they also offer to create custom requested genres to anyone who asks.

This month we also began handing out grab bags of a crafting project that can easily be picked up at the takeout window for anyone who asks. In return, staff has been receiving great photographs of the completed art masterpieces and it has been a fun project for our greater Gardiner community.

## **Monthly Report: Public Works Department**

**Department Head:** Jerry Douglass

Month: April 2021

### **Summary of Month in General Terms:**

- Put all the newly painted docks in
- Replaced a few driveway culverts and one at the Middle School (80 feet)
- Raised some Catch Basins on Route 24
- Did some pot hole patching
- Starting Sweeping
- Moved Swing Set at the Common
- Cut Brush
- Responded to a few sewer calls

### **Building & Grounds:**

- 2 Retaining Walls got rebuilt in Dearborn Park, plus stairs got painted
- Cleaning of buildings is ongoing
- Some brown tail moths' nests were removed
- Mowing has started at common and waterfront park
- Mulch has been added around trees
- Historic path in common has been restored

### **Current Progress on Projects/Plans/Problems:**

- PPE for COVID-19 is well stocked and monitored, most employees have gotten their first shot and working on their second
- Building & Grounds Forman had surgery this month and has been on light duty
- Bridge project has started back up and work continues

### **Any other noted updates, concerns, items for City Council to be aware of:**

- The city has no paving budget which is a big concern.
- We are down one full time public works employee with the resignation of Ken Christopher on April 23<sup>rd</sup>.



Monthly Report for April (Technology)

Department Head Anne Davis

Month April Year 2021

**Summary of Month in General Terms:**

Technology continues to be a challenge as more and more staff need to access online training and attend online meetings.

**Current Progress on Projects/Plans/Problems:**

We will be updating our Earth Channel encoder so that the streamed meetings will have clarity and integrity moving forward. Once we move back into Council Chambers, staff will need training on how to operate this new equipment.

**Any other noted updates, concerns, items for City Council to be aware:**

This year will be a challenge to the IT Coordinator as software and hardware are sun setting and that always demands diligence.

The current coordinator has concerns about the potential for outside hacking and placement of malware. She will work with the IT vendor to train everyone on security issues that we need to guard and protect our technology infrastructure.

TO: Anne Davis, Acting City Manager  
FROM: Douglas E. Clark, Wastewater Director  
DATE: May 20, 2021  
RE: Wastewater Activity Report For April 2021

### Upgrade Project Update

Apex, Evoqua and their subs geared up for the start of the plant equipment upgrade project. It looks as though the whole entire front wall of the plant will have to be removed as these new type RBCs are delivered in shipping cradles and cages that make them too wide to fit through the front doorway. Cote Crane and Rigging will be doing the installation.

### Dry Spring

It looks as though the past weather pattern of dry springs/summers is setting up again. We made it through April without any CSO events. Last summer saw some record low flow statistics at the plant. This is especially good news for this summer as the maximum flow capacity through the plant will be restricted at various times due to the construction.

### Compost

Our annual spring delivery of finished compost is here at the plant. It is free to any resident of Gardiner, Randolph or Farmingdale. It has a Maine DEP Class "A" rating which means it is acceptable for use on food crops. Tomatoes do very well with it.

### Relicensing

As I indicated in the budget presentation the City is currently undergoing relicensing of our 5 year effluent waste discharge permit. This is a one inch thick document that outlines all the limits and parameters we have to abide by to stay in compliance. We should be receiving the draft permit for review by mid summer and it will take effect in October of this year. Again as I discussed there will be one extra month added onto the seasonal disinfection season in spring and fall in which we have to chlorinate and de-chlorinate the plant effluent. There may be some PFAS/PFOS testing of sludge and I'm hearing ugly rumors of some plants on the lower Kennebec having Phosphorus limits put on them. We'll cross that bridge when we get to it.



**DEPARTMENTAL UPDATES:  
MAY 2021**



Monthly Report for May (City Manager)

Department Head Anne Davis

Month May Year 2021

**Summary of Month in General Terms:**

Gardiner City Council began budget discussions during this month. I took a different tact and had each Department Head present their own budget so that councilors could drill down to ask questions.

We also began union negotiations with all unions representing the City of Gardiner staff. These negotiations have been a challenge as they have been conducted on the Zoom platform. Despite this challenge, each has been respectful and we are making progress.

**Current Progress on Projects/Plans/Problems:**

I am pleased to report that there have been no real problems. I have been able to discuss concerns that residents might have, I meet with all staff members once a month and the department heads gather every week to give updates.

The one problem I can report is that I have not had time to reconvene the employee of the month award; I hope to do so soon.

**Any other noted updates, concerns, items for City Council:**

I try to get items of concern to councilors as soon as I am aware. I believe that information should be shared as soon as it is possible. I would like to thank city councilors for allowing me the opportunity to lead the city staff until a permanent applicant is hired.

Monthly Report for Economic Development/Planning (Department)

Department Head Tracey Desjardins

Month May Year 2021

**Summary of Month in General Terms:**

April was an exciting month for the city as we now have the last lot at the Libby Hill Business Park under contract. Now construction on the various lots will begin.

**Current Progress on Projects/Plans/Problems:**

Downtown Master Plan: The committee met on May 20 via zoom. Items discussed were the Ground Level Economic Analysis. Tripp Muldrow and Dayton visited Gardiner for some one-on-one interviews with city staff as well as downtown business owners about potential for residential development in downtown. Other topics were public engagement update and public visioning meeting schedule and preparation. Gardiner Main Street is working on the development of postcards and posters, which will be distributed throughout the city. The public meeting is scheduled for July 14 at Johnson Hall from 4:00 – 7:00 p.m. There will be more details and information about the workshop in June.

During the month of April, the planning department issued **69 permits** with an added revenue around **\$6,694**. This is including building, plumbing and general permits. The CEO also conducted project inspections and received nine complaints. The complaints consisted of odor, noise, trash and dangerous trees.

The **Planning Board** met on May 11, and May 25, 2021 via Zoom. Due to the multiple applications, we are meeting twice a month.

**Agenda for May 11:**

1. Marijuana Establishments – The board reviewed the amendments to the Land use Ordinance relative to medical and adult-use Marijuana Establishments from the Ordinance Review Committee and made a motion to forward the changes to Council for final adoption.
2. Gardiner Green Housing Project – Final Subdivision Plan and Site Plan review. This project continues to need work and the applicant was asked to work with CEO Kris McNeill before coming back to the board. Kris will develop a list of items instructed by the planning board that were missing. If they have all their materials ready, they could come back on June 8; if not the next meeting, date for them would be July 13.
3. Marijuana Establishments – Due to time, the board was unable to hear the marijuana amendment and asked to move the item to the next meeting.

## **Agenda for May 25:**

1. Iron Mine LLC Sub-Division – This is a continuation of an expansion of the Iron Mine Mobile Home Park. After much discussion, the planning board approved the sub-division amendment and site plan review. With this approval, Iron Mine will now move forward.

The **Ordinance Review Committee** met on April 26, 2021 via Zoom to discuss:

1. Demolition Permits – approved for Planning Board review.
2. Solar Calculations – under review
3. Solar Array projects in Residential areas – continue discussion
4. Daft amendments to PB notice requirements –approved for Planning Board review.

These projects will undergo further discussions at the May ORC meeting.

**Economic Development Committee** met on May 13, 2021 via Zoom: The committee is tasked by the City Council to look at the American Recovery Act Plan and make recommendations to council on what projects should be funded with the grant funds. This task will involve research at the State and Federal levels as well as working directly with staff. The committee is excited and up for the challenge.

**Housing Committee** continues to have lack of membership in order to hold productive meetings.

### **Any other noted updates, concerns, items for City Council to be Aware of:**

**Cobbesee Corridor Committee** meets on a bi-weekly basis and continues to make great strides towards presenting Council with a plan. The Bid Selection group met on May 17 to review the 6 bids received for hiring a consultant to do a study on the trestle bridge. The next full committee meeting is scheduled for June 14 in preparation of making a recommendation to City Council on June 16.

**Summit Gas:** Natural Gas extension will begin this summer along a portion of Rt. 201 (Brunswick Avenue) from the Laura E. Richards School to the Libby Hill Business Park. We will post a construction schedule once we receive one from Summit.



**Monthly Report for:** Front Office/Finance  
**Department Head:** Denise Brown  
**Month/Year:** May 2021

**Summary of Month in General Terms:**

The front office is very busy, as the summer months bring an influx of boat and ATV registrations.
542 motor vehicle transactions were processed in May.
306 30-Day Notice and Demand letters were sent out. These are pre-lien notices.
76 Sewer Liens were filed.
5 of 7 GA applicants were assisted with rent.
Annual license renewals have been mailed for local trash haulers (due back by June 30).

**Current Progress on Projects/Plans/Problem:**

Work was done with the city solicitor on preparing Forcible Entry and Demand papers to be served by the sheriff's office on 4 Tax Acquired Properties.
28 Spring Street was put out to bid. 3 bids were received and Council will choose the winning bidder at the June 9 Council Meeting.

**Financial:**

The FY22 Budget work continues.
The Finance Director attended the joint School Board and Select Board/City Council meeting on May 24.

**Personnel Updates (promotions, absences, needs, etc.):**

Union negotiations continue.
There is ongoing cross training in the front office.

**Any other noted updates, concerns, items for City Council to be Aware of:**

Chrysalis Place will be closed from June 18 noon (after Free Food Friday) and will reopen at 6 pm on July 13. Should your constituents need help, please refer them to the Tiger Food Pantry (582-3150 ext. 3313) or the Faith Food Pantry (582-5432).
The Public Safety Admin. Asst. met with the local Democratic Committee to partner with them on expanding the Good Day Gardiner program.

**Monthly Report for:** Gardiner Fire & Rescue

**Department Head:** Chief Rick Sieberg

**Month:** May      **Year:** 2021

**Summary of Month in General Terms:**

**Total CFS (calls for service):**      261

**EMS:**      255

Gardiner:      101

West Gardiner:      33

Richmond:      31

Farmingdale:      15

Litchfield:      18

Pittston:      23

Randolph:      14

Chelsea:      16

Other:      4 (Augusta, Dresden, Bowdoinham)

**Fire:**      6

**Current Progress on Projects/Plans/Problems:**

- Still waiting on news regarding the AFG grant and Steven King Grant.
- PPE stock remains healthy.
- Working with area chiefs regarding staffing.
- Annual Hose Testing is complete

**Personnel Updates (promotions, absences, needs, etc.):**

- Connor Osborne and Andrew Williams are now certified Paramedics

**Any other noted updates, concerns, items for City Council to be Aware of:**

- Space at Central Station remains a challenge
- Working toward staffing all three rescues.

## **Monthly Report for Gardiner Police Department**

**Department Head:** Chief James Toman

**Month - May 2021**

### **Summary of Months in General Terms:**

- Calls For Service - 775
- ACCIDENTS - 11
- ARRESTS/Criminal Cites – 25
- TRAFFIC TIX – 10

### **Current Progress on Projects/Plans/Problems:**

- Covid-19 PPE compilation on hold
- Some of the significant COVID mitigation strategies that have been in effect since fall of 2020 have been eased
- Evidence/property room management project on-going by Officer Quintana & Sgt. Pilsbury

### **Personnel Updates (promotions, absences, needs, etc.):**

- 1 Officer currently out on Workers Comp –began 1/29
- 1 Officer returned from workers comp on 5/10 after being out since 1/29
- Officer Bourdelais left employment with the City and joined the Maine State Police
- Officer Alexander gave notice that his last day of employment with the City would be on Monday, May 31. Officer Alexander is originally from Alabama and he has decided to return there to be with his family.
- 2 patrol officer vacancies – advertising is on-going
- 1 full-time offer of employment given & accepted
- Officers used a total of 20 of vacation/comp time during the month and 44 hours of sick leave

### **Any other noted updates, concerns, items for City Council to be Aware of:**

- 6 Officers received 4 hours of training in the department's less lethal pepper ball platform
- Officer Quintana received 8 hours of supervisory development training
- Sergeant Blair received 20 hours of advanced supervision training
- The equipment for the department's replacement vehicle arrived and the vehicle was brought to Wiscasset for outfitting.
- At a suspicious person call for service on May 17<sup>th</sup>, Officers Alexander and Marston seized more than \$12,000 cash, as well as crack, suboxone & fentanyl. At this time, the male subject has been charged with unlawful possession of scheduled drugs.



Monthly Report for May (Library)

Department Head Anne Davis

Month May Year 2021

**Summary of Month in General Terms:**

On May 24<sup>th</sup>, we lifted many COVID restrictions for accessing the library. Visitors are still required to wear masks as we have such a wide range of ages visiting the library and, at this point, children do not have access to the vaccine. This is one of the ways that I feel as if I can keep visitors and staff safe.

**Current Progress on Projects/Plans/Problems:**

The director began advertising internally for the position of Assistant Library Director. There are two internal candidates that will be interviewed. The director will begin updating the job description for the director position and hopes to begin interviews in June or July.

**Any other noted updates, concerns, items for City Council to be aware:**

Circulation of items continues to increase and people have begun coming back into the building. We have discontinued time limits for being in the building and for use of the computers. This action gives all our visitors a sense that we are getting back to normal library services. We no longer have to quarantine returned items for 72 hours and that allows for much quicker turn over of these titles. It also speeds up our Interlibrary loan requests so that users do not have to wait such a long time to retrieve their requested items.

The staff of the library continues to look at ways to serve our community. We will have one live program during the summer that will be held out in the library garden. Our Children's Librarian, Ginni Nichols, is also creating a "light" version of a Summer Reading Program. Our community appreciates all that we do to keep everyone reading!



## **Monthly Report: Public Works Department**

**Department Head:** Jerry Douglass

Month: May 2021

### **Summary of Month in General Terms:**

- Raised Six Catch Basins on Route 24
- Pot Hole Patching
- Finished Sweeping Curbs and Streets
- Placed Wood Chips at the South Gardiner Playground
- Cut Brush
- Responded to a few Sewer Calls
- Graded Riverside Road
- Started to paint Crosswalks

### **Building & Grounds:**

- Mowing and Weed Whacking City Parks and Cemeteries
- Cut Brush out of the Ditch Line in the Libby Hill Business Park
- Put Flags out Around the City and Cemeteries
- Continue to Clean Buildings
- Respond to Special Request
- Lots of Brown Tail Moth Management

### **Current Progress on Projects/Plans/Problems:**

- All PW employees are Fully Vaccinated
- Building & Grounds Forman on Light Duty Due to Surgery
- Was able to hire one seasonal B&G employee starts week of June 7<sup>th</sup>, Still looking for one more seasonal employee
- Progress being made on hiring consultant firm for the Cobbossee Trail Extension, should have a firm on board by mid-June.
- Maine DOT Bridge Project moving along nicely, arcade sidewalk done. Milling intersections will be done early June. Project completion date expected to be mid-July
- Working with Wright Pierce on MPI project – waiting on design and cost estimate for retaining wall, mill and fill and sidewalk resurfacing on Brunswick Ave.
- There is a big shortage on Traffic Paint – this is a national issue and could be a few months before we can get any traffic paint.

### **Any other noted updates, concerns, items for City Council to be aware of:**

- Still a vacancy in the Public Works Department

Monthly Report for May (Technology)

Department Head Anne Davis

Month May Year 2021

**Summary of Month in General Terms:**

More and more staff need access to Zoom and other online platforms. At this point our broadband has held strong and no freeze ups have been reported to me.

I am very grateful that our IT person from API Technologies is now cleared to come onsite. We can now accomplish projects that had to be postponed.

**Current Progress on Projects/Plans/Problems:**

I have begun discussing the need for a few policies that are not in place as of yet. I would recommend that a Social Media Policy be created as well as policies surrounding other security measures.

**Any other noted updates, concerns, items for City Council to be aware:**

I am in the progress of upgrading our live streaming platform in anticipation of having City Council attend live meetings this summer. Computers will also need some upgrades as some have not been used for almost a year and ½. I have begun working on this.

I am working with the Police Department to get assigned VPN connections for the department. This is another layer of security and also makes it easier for employees to access their files when working out in the field.

Finally, I continue to try and work with Councilor Sergent who reports that her iPad Zoom application does not work for her and that she cannot attend meetings because of this. I have not been able to look at the device to triage the issue.

If any councilors are having technology issues with this offsite platform, please do not hesitate to contact me and I will try and get things working for you. Please note that the iPads are City of Gardiner devices and are not meant for personal use. If they begin to have issues, I may have to factory reset the devices losing anything that you may personally have downloaded onto the machine.



TO: Anne Davis, Acting City Manager  
FROM: Douglas E. Clark, Wastewater Director  
DATE: June 4, 2021  
RE: Wastewater Activity Report For May 2021

### Upgrade Project Update

The approximate schedule as it stands now for the RBC (Rotating Biological Contactor) replacement portion of the upgrade project is as follows: Removal of the entire West wall of the RBC building began Tuesday June 1. By Monday June 21 the wall should be entirely removed and disposed of. Cote Crane & Rigging of Auburn will then start building the large Gantry Transport Crane inside the building. Also by Monday June 21 all 5 of the new RBC units for the South side replacement phase will have been shipped from the factory in Georgia to Cote Crane & Rigging in Auburn for storage on their site. By Monday June 28 the old RBCs will begin to be removed out of the tanks, then by Tuesday July 6 the cleaning of all the accumulated debris will start to be cleaned out of the tank. By Monday July 19 each one of the new RBC units, one by one, will be loaded onto a tractor trailer at Cote and brought to the plant. Once here they will be transferred onto the waiting Gantry and slowly trundled into the building and set in place. (By then all the new drives, mounting hardware and appurtenances will also have been installed). At the end of each day a temporary wooden short wall will be fastened into place across the opening in the front of the building where the wall used to be for night time security. A chain link fence has also been erected around the front work area. By loading them in this way one unit per day should be able to be installed. By Friday July 30 all units will be in with drives connected and the tank will begin refilling. I have copies of the entire project work schedule if anyone is interested.

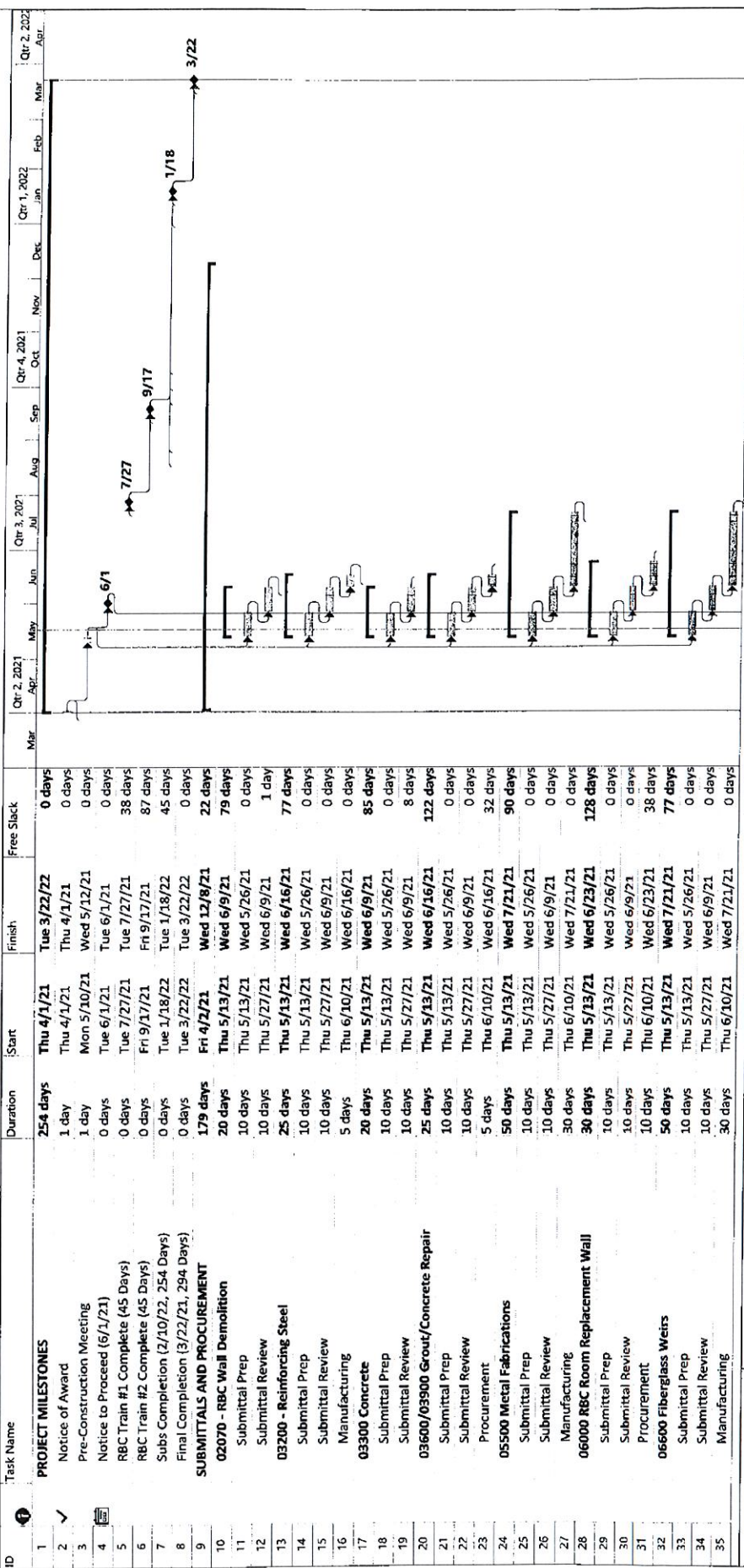
### Dry Spring

Dry conditions started in May and remain as the same weather pattern of the past few summers continues. This will help greatly during the installation of the RBCs when the South train is taken off line and our hydraulic, organic and bacteriological treatment capacity will be cut by 50%. This means that in the event of a heavy enough rain storm the possibility exists of not being able to take all the flow into the plant resulting in an overflow of untreated sewerage/rainwater out of the emergency bypass structure at Rolling Dam Brook. DEP and DMR will both be monitoring construction progress closely. All fingers will be crossed until July 30.

### Manhole Adjustment

Jerry and the PW crew did an excellent job resetting all the manhole basins on Route 24 and through South Gardiner Village that needed adjustment. Big thank you to all.

Project: City of Gardiner Maine WWTF Process and Electrical Upgrades  
 Engineer: Hoyle, Tanner & Associates, Inc.  
 Contractor: Apex Construction, Inc.



Project: 2103 Gardiner WWTP U  
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Task Split Milestone Summary

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Manual Task Duration-only Manual Summary Rollup Manual Summary

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Project: City of Gardiner Maine WWTF Process and Electrical Upgrades  
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 Contractor: Apex Construction, Inc.

ID	Task Name	Duration	Start	Finish	Free Slack	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
36	06740 FRP Solid Grating	60 days	Thu 5/13/21	Wed 8/4/21	112 days														
37	Submittal Prep	10 days	Thu 5/13/21	Wed 5/26/21	0 days														
38	Submittal Review	10 days	Thu 5/27/21	Wed 6/9/21	0 days														
39	Manufacturing	40 days	Thu 6/10/21	Wed 8/4/21	22 days														
40	11200 Wastewater Samplers	50 days	Thu 5/13/21	Wed 7/21/21	110 days														
41	Submittal Prep	10 days	Thu 5/13/21	Wed 5/26/21	0 days														
42	Submittal Review	10 days	Thu 5/27/21	Wed 6/9/21	0 days														
43	Manufacturing	30 days	Thu 6/10/21	Wed 7/21/21	20 days														
44	11300 Screenings Removal System	149 days	Fri 4/2/21	Wed 10/27/21	18 days														
45	Submittal Prep	19 days	Fri 4/2/21	Wed 4/28/21	0 days														
46	Submittal Review	10 days	Thu 4/29/21	Wed 5/12/21	0 days														
47	Manufacturing	120 days	Thu 5/13/21	Wed 10/27/21	0 days														
48	11320 Direct Procurement RBC	42 days	Wed 6/23/21	Thu 8/19/21	80 days														
49	Shipping Train #1	3 days	Wed 6/23/21	Fri 6/25/21	3 days														
50	Shipping Train #2	3 days	Tue 8/17/21	Thu 8/19/21	2 days														
51	13366 Instrumentation and Controls	60 days	Thu 5/13/21	Wed 8/4/21	95 days														
52	Submittal Prep	10 days	Thu 5/13/21	Wed 5/26/21	0 days														
53	Submittal Review	10 days	Thu 5/27/21	Wed 6/9/21	0 days														
54	Procurement	40 days	Thu 6/10/21	Wed 8/4/21	10 days														
55	15190 Diesel Fuel Systems	60 days	Thu 5/13/21	Wed 8/4/21	101 days														
56	Submittal Prep	10 days	Thu 5/13/21	Wed 5/26/21	0 days														
57	Submittal Review	10 days	Thu 5/27/21	Wed 6/9/21	0 days														
58	Manufacturing	40 days	Thu 6/10/21	Wed 8/4/21	101 days														
59	15410 Process Piping and Fittings	30 days	Thu 5/13/21	Wed 6/23/21	125 days														
60	Submittal Prep	10 days	Thu 5/13/21	Wed 5/26/21	0 days														
61	Submittal Review	10 days	Thu 5/27/21	Wed 6/9/21	0 days														
62	Procurement	10 days	Thu 5/13/21	Wed 6/23/21	107 days														
63	15430 Plumbing Valves and Piping	30 days	Thu 5/13/21	Wed 6/23/21	125 days														
64	Submittal Prep	10 days	Thu 5/13/21	Wed 5/26/21	0 days														
65	Submittal Review	10 days	Thu 5/27/21	Wed 6/9/21	0 days														
66	Procurement	10 days	Thu 5/13/21	Wed 6/23/21	107 days														
67	16050 Electrical Equipment	40 days	Thu 6/10/21	Wed 7/27/21	86 days														
68	Submittal Review	10 days	Thu 5/13/21	Wed 5/26/21	0 days														
69	Submittal Review	10 days	Thu 5/27/21	Wed 6/9/21	0 days														
70	Procurement	20 days	Thu 6/10/21	Wed 7/7/21	9 days														

Task: Project Summary, Inactive Task, Inactive Milestone, Summary

Task Split: Milestone, Summary

Task: Manual Task, Duration-only, Manual Summary Rollup

Task: Start-only, Finish-only, External Tasks, External Milestone

Task: Deadline, Progress, Manual Progress

Project: 2103 Gardiner WWTP U  
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Project: City of Gardiner Maine WWTF Process and Electrical Upgrades  
 Engineer: Hoyte, Tanner & Associates, Inc.  
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ID	Task Name	Duration	Start	Finish	Free Slack	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
71	16620 Diesel Standby Power System	150 days	Thu 5/13/21	Wed 12/18/21	0 days														
72	Submittal Prep	20 days	Thu 5/13/21	Wed 6/9/21	0 days														
73	Submittal Review	10 days	Thu 6/10/21	Wed 6/23/21	0 days														
74	Procurement	120 days	Thu 6/24/21	Wed 12/8/21	0 days														
75	CONSTRUCTION	211 days	Tue 6/1/21	Tue 3/22/22	0 days														
76	RBC MODIFICATIONS	89 days	Tue 6/1/21	Fri 10/1/21	77 days														
77	PREP WORK	35 days	Tue 6/1/21	Mon 7/19/21	78 days														
78	Setup Temp Security Fence	1 day	Tue 6/1/21	Tue 6/1/21	0 days														
79	Setup Staging/Rigging Area	2 days	Wed 6/2/21	Thu 6/3/21	0 days														
80	Electrical Make Safe - Wall Demo	5 days	Fri 6/4/21	Thu 6/10/21	0 days														
81	Demo Masonry Wall Part 1	5 days	Fri 6/11/21	Thu 6/17/21	0 days														
82	Demo Masonry Wall Part 2	5 days	Tue 7/13/21	Mon 7/19/21	17 days														
83	Demo Slab Openings for Drive Assy	5 days	Fri 6/4/21	Thu 6/10/21	4 days														
84	Drill and Grout Rebar for Piers	3 days	Thu 6/17/21	Mon 6/21/21	0 days														
85	Form and Place Concrete for Piers	2 days	Tue 6/22/21	Wed 6/23/21	0 days														
86	Cure Reaction Arm Piers	5 days	Thu 6/24/21	Wed 6/30/21	0 days														
87	PROCESS MODIFICATIONS - TRAIN #1	28 days	Fri 6/18/21	Tue 7/27/21	77 days														
88	Make Safe Aeration and Electrical	1 day	Fri 6/18/21	Fri 6/18/21	0 days														
89	Drain Tank	3 days	Mon 6/21/21	Wed 6/23/21	0 days														
90	Setup Gantry Rails and Blocking	3 days	Fri 6/18/21	Tue 6/22/21	0 days														
91	Rig and Remove RBCs	5 days	Thu 6/24/21	Wed 6/30/21	0 days														
92	Remove Grit / Piping / Baffles / Weirs	3 days	Thu 6/24/21	Mon 6/28/21	4 days														
93	Unload/Shakeout RBC Train #1	1 day	Thu 7/1/21	Thu 7/1/21	0 days														
94	Owner/Eng Inspection RBC Train #1	1 day	Fri 7/2/21	Fri 7/2/21	0 days														
95	Drill and Grout Shaft Anchor Bolts	2 days	Thu 7/1/21	Fri 7/2/21	0 days														
96	Set Shaft Bearings	1 day	Mon 7/5/21	Mon 7/5/21	0 days														
97	Rig and Install RBCs	5 days	Tue 7/6/21	Mon 7/12/21	0 days														
98	Install Aeration Piping / Supports	5 days	Mon 7/5/21	Fri 7/9/21	0 days														
99	Install Baffle Misc Metals	2 days	Mon 7/12/21	Tue 7/13/21	6 days														
100	Install Drive Assemblies	1 day	Tue 7/13/21	Tue 7/13/21	0 days														
101	Conduit/Wire/Terminate RBCs	5 days	Wed 7/14/21	Tue 7/20/21	0 days														
102	Startup / Test RBC Electrical/Controls	3 days	Wed 7/21/21	Fri 7/23/21	0 days														
103	Install FRP Weirs and Wood Baffles	2 days	Thu 7/22/21	Fri 7/23/21	0 days														
104	Fill Tank	2 days	Mon 7/26/21	Tue 7/27/21	0 days														
105	RBC #1 GROWTH TIME	10 days	Wed 7/28/21	Tue 8/10/21	77 days														

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Task Split Milestone Summary

Project Summary Inactive Task Inactive Milestone Inactive Summary

Manual Task Duration-only Manual Summary Rollup Manual Summary

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Project: City of Gardiner Maine WWTF Process and Electrical Upgrades  
 Engineer: Hoyle, Tanner & Associates, Inc.  
 Contractor: Apex Construction, Inc.

ID	Task Name	Duration	Start	Finish	Free Slack	Qtr 2, 2021	Qtr 3, 2021	Qtr 4, 2021	Qtr 1, 2022	Qtr 2, 2022
106	Biological Growth Time	10 days	Wed 7/28/21	Tue 8/10/21	0 days					
107	<b>PROCESS MODIFICATIONS - TRAIN #2</b>	<b>28 days</b>	<b>Wed 8/11/21</b>	<b>Fri 9/17/21</b>	<b>77 days</b>					
108	Make Safe Aeration and Electrical	1 day	Wed 8/11/21	Wed 8/11/21	0 days					
109	Drain Tank	3 days	Thu 8/12/21	Mon 8/16/21	0 days					
110	Relocate Gantry Rails and Blocking	3 days	Thu 8/12/21	Mon 8/16/21	0 days					
111	Rig and Remove RBCs	5 days	Tue 8/17/21	Mon 8/23/21	0 days					
112	Remove Grit / Piping / Baffles / Weirs	3 days	Tue 8/17/21	Thu 8/19/21	5 days					
113	Unload Shakeout RBC Train #2	1 day	Tue 8/24/21	Tue 8/24/21	0 days					
114	Owner/Eng Inspection RBC Train #2	1 day	Wed 8/25/21	Wed 8/25/21	1 day					
115	Drill and Grout RBC Shaft Anchor Bolts	2 days	Thu 8/26/21	Wed 8/25/21	0 days					
116	Set Shaft Bearings	1 day	Thu 8/26/21	Thu 8/26/21	0 days					
117	Rig and Install RBCs	5 days	Fri 8/27/21	Thu 9/2/21	0 days					
118	Install Aeration Piping / Supports	5 days	Fri 8/27/21	Thu 9/2/21	0 days					
119	Install Baffle Misc Metals	2 days	Fri 9/3/21	Mon 9/6/21	0 days					
120	Install Drive Assemblies	1 day	Fri 9/3/21	Fri 9/3/21	0 days					
121	Conduity/Wire/Terminate RBCs	5 days	Mon 9/6/21	Fri 9/10/21	0 days					
122	Startup / Test RBC Electrical/Controls	3 days	Mon 9/13/21	Wed 9/15/21	0 days					
123	Install FRP Weirs and Wood Baffles	2 days	Tue 9/7/21	Wed 9/8/21	5 days					
124	Fill Tank	2 days	Thu 9/16/21	Fri 9/17/21	0 days					
125	<b>RBC #2 GROWTH TIME</b>	<b>10 days</b>	<b>Mon 9/20/21</b>	<b>Fri 10/1/21</b>	<b>77 days</b>					
126	Biological Growth Time	10 days	Mon 9/20/21	Fri 10/1/21	77 days					
127	<b>RBC ROOM COMPLETION WORK</b>	<b>27 days</b>	<b>Tue 8/17/21</b>	<b>Wed 9/22/21</b>	<b>84 days</b>					
128	Wood Wall at RBC Room Part 1	7 days	Tue 8/17/21	Wed 8/25/21	5 days					
129	Wood Wall at RBC Room Part 2	7 days	Fri 9/3/21	Mon 9/13/21	0 days					
130	Install Elec/Comm/HVAC/Roof Drain	5 days	Tue 9/14/21	Mon 9/20/21	0 days					
131	Remove Temp Fences	1 day	Tue 9/21/21	Tue 9/21/21	0 days					
132	Loam and Seed	1 day	Wed 9/22/21	Wed 9/22/21	84 days					
133	<b>HEADWORKS MODIFICATIONS</b>	<b>111 days</b>	<b>Thu 7/22/21</b>	<b>Thu 12/23/21</b>	<b>18 days</b>					
134	<b>MANUAL BAR RACK</b>	<b>20 days</b>	<b>Thu 7/22/21</b>	<b>Wed 8/18/21</b>	<b>90 days</b>					
135	Isolate Flow at Existing Bar Rack	1 day	Thu 7/22/21	Thu 7/22/21	0 days					
136	Demo Exist Channel Covers	2 days	Fri 7/23/21	Mon 7/26/21	0 days					
137	Remove Existing Bar Rack	3 days	Tue 7/27/21	Thu 7/29/21	0 days					
138	Remove Existing Grout/Anchors	1 day	Fri 7/30/21	Fri 7/30/21	0 days					
139	Concrete Repairs / Crack Seal in Channel	4 days	Mon 8/2/21	Thu 8/5/21	0 days					
140	Install Manual Bar Rack	5 days	Fri 8/6/21	Thu 8/12/21	0 days					

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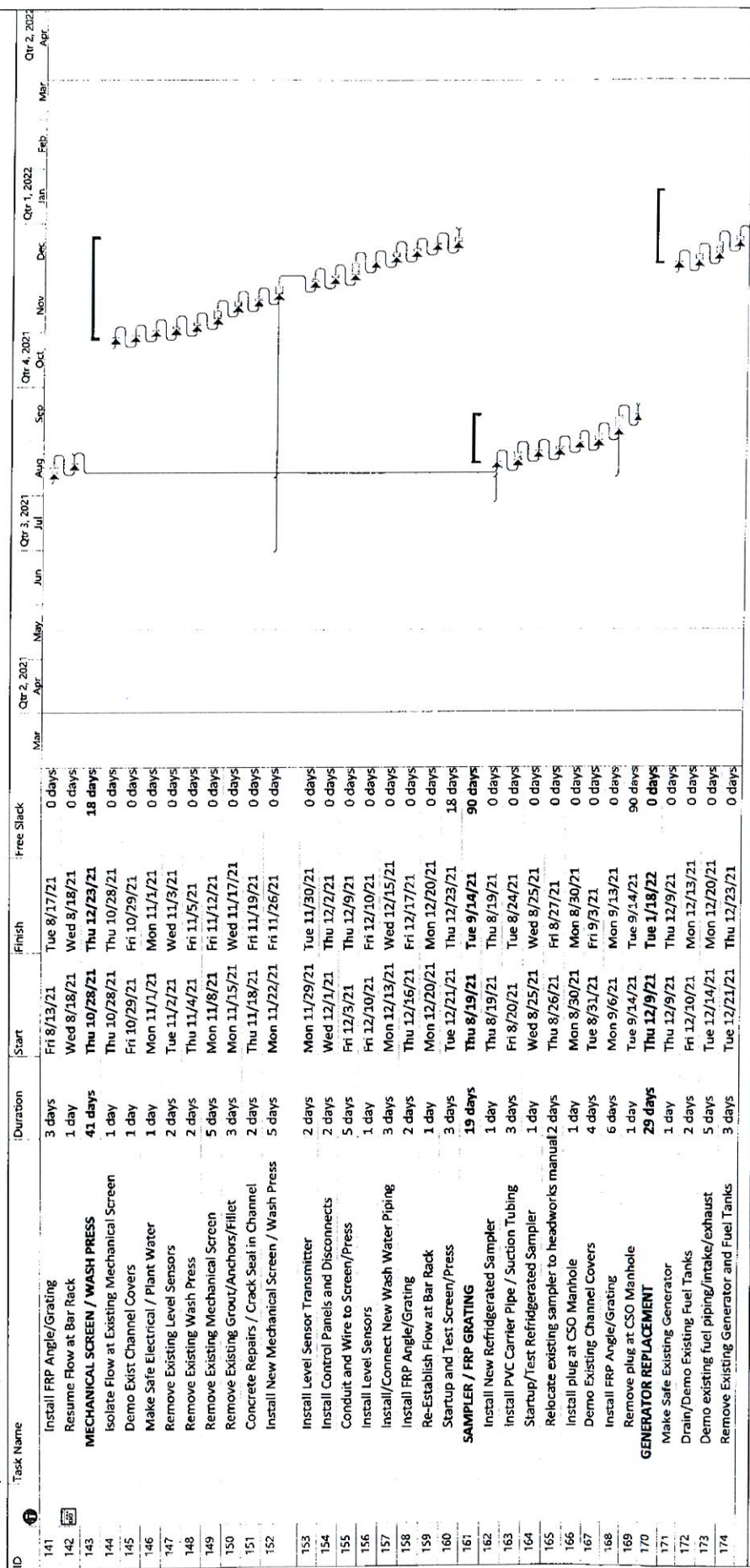
Manual Task Duration-only Manual Summary Rollup Manual Summary

Start-only Finish-only External Tasks External Milestone

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 Contractor: Apex Construction, Inc.



Task Summary: Project Summary, Inactive Task, Inactive Milestone, Inactive Summary

Task: Split, Milestone, Summary

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Legend: Start-only, Finish-only, External Tasks, External Milestone

Legend: Deadline, Progress, Manual Progress

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Project: City of Gardiner Maine WWTF Process and Electrical Upgrades  
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ID	Task Name	Duration	Start	Finish	Free Slack	Qtr 2, 2021	Qtr 3, 2021	Qtr 4, 2021	Qtr 1, 2022
175	Install New Generator and Double Wall Tank	2 days	Fri 12/24/21	Mon 12/27/21	0 days				
176	Install Remote Fill Station	1 day	Tue 12/28/21	Tue 12/28/21	0 days				
177	Install Fuel Fill/Vent Piping	5 days	Wed 12/29/21	Tue 1/4/22	0 days				
178	Install New Intake Recirc Dampers and Louver	3 days	Wed 1/5/22	Fri 1/7/22	0 days				
179	Install Generator Air Intake/Exhaust	2 days	Mon 1/10/22	Tue 1/11/22	0 days				
180	Reconnect Power Feed to Exist Panel	2 days	Wed 1/12/22	Thu 1/13/22	0 days				
181	Fill Fuel Tanks and Purge	1 day	Fri 1/14/22	Fri 1/14/22	0 days				
182	Startup/Test Generator	2 days	Mon 1/17/22	Tue 1/18/22	0 days				
183	<b>COMMISSIONING</b>	<b>45 days</b>	<b>Wed 1/19/22</b>	<b>Tue 3/22/22</b>	<b>0 days</b>				
184	Checkout and Punchlist	45 days	Wed 1/19/22	Tue 3/22/22	0 days				



Task: Project Summary, Inactive Task, Inactive Milestone, Inactive Summary

Task: Milestone Summary

Task: Manual Task, Duration-only, Manual Summary Rollup, Manual Summary

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